
Alabama Department of
Public Safety

**67TH ANNUAL REPORT
2001-2002**



For additional copies of this publication or for supplementary information about the Department of Public Safety, write Public Information/Education Unit, Alabama Department of Public Safety, P.O. Box 1511, Montgomery AL 36102-1511.

Alabama Department of

Public Safety

REPLY MAY BE MADE TO:

The Honorable Bob Riley
Governor
State of Alabama
Montgomery, Alabama 36130

Dear Governor Riley:

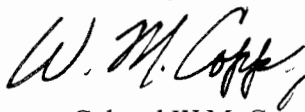
As director of the Alabama Department of Public Safety, I respectfully present to you the department's 67th annual report.

This annual report for the 2001-2002 fiscal year provides a synopsis of Public Safety's work and accomplishments on behalf of our state. It includes a summary of the mission and duties of this agency's five divisions: Administrative, Alabama Bureau of Investigation, Driver License, Highway Patrol and Service.

Public Safety's employees, both sworn and nonsworn, are dedicated to safeguarding the public in all environments. As detailed in this report, they work diligently to enhance the public's safety through the provision of specific enforcement, licensing, administrative, educational and investigative services.

It is our privilege to serve the state of Alabama, and on behalf of all members of the Department of Public Safety, I thank you for your support and pledge our continued commitment to the highest ideals of public service.

Sincerely,



Colonel W.M. Coppage
Director



Alabama Department of Public Safety

WE ARE COMMITTED TO

COURTESY

We believe the dignity of each individual is central in the way we carry out our responsibilities. We strive to treat all persons fairly, decently and with courtesy and respect.

SERVICE

We are dedicated to improving the quality of life in our state through spirited and quality service. We are responsive to the concerns of our citizens by striving for personal and professional excellence. Our integrity, as a department and as individuals, will always be without question.

PROTECTION

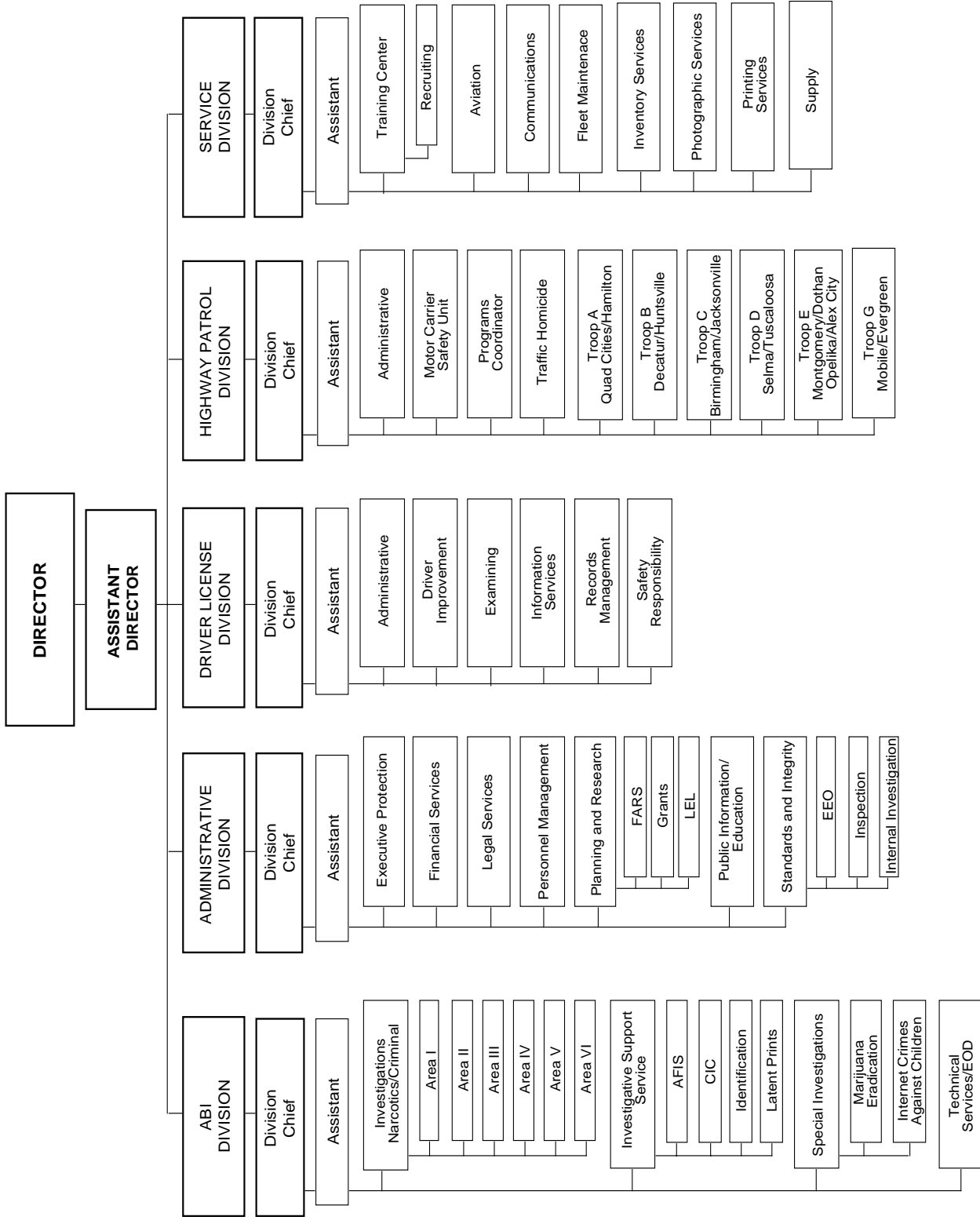
We are committed to protecting life and property, preventing crime, reducing fear and providing for a safe environment. We will respect and protect the rights of all citizens. We are dedicated to protecting the rights of our employees by providing equal employment opportunities and enhancing their work life through fair and equitable treatment.

MISSION

The mission of the Alabama Department of Public Safety is to protect and serve Alabama's residents equally and objectively, enforce state laws and uphold the constitutions of the United States and State of Alabama. Department employees are dedicated to promoting a safe and secure environment for the public by developing and implementing programs to

- reduce the number and severity of crashes through enforcement and education;*
- enhance traffic safety by examining driver applicants, issuing driver licenses, maintaining driving records and removing driving privileges when necessary;*
 - curtail criminal activity by initiating investigations, providing investigative assistance to other agencies and apprehending criminals;*
- educate Alabamians — targeting school-aged children, in particular — regarding all aspects of motor vehicle and traffic safety, drug abuse prevention, crime prevention, and other public safety issues;*
- preserve life and protect property by responding to natural disasters, riots and other emergencies to provide needed services in a timely manner;*
- serve the public with courtesy, professionalism and in fairness to all; and*
 - manage departmental resources effectively and efficiently.*

Alabama Department of Public Safety



ALABAMA BUREAU OF INVESTIGATION

Alabama Bureau of Investigation is the investigative division of the Department of Public Safety. The ABI is responsible for conducting criminal and drug investigations, often in support of city, county, state, federal, and even foreign law enforcement agencies. ABI provides assistance in crime scene processing, searches, latent print examination, polygraph examinations, technical surveillance, bomb squad services, hostage negotiation, marijuana eradication, and Internet crimes against children. The Criminal Information Center of the ABI is responsible for the maintenance, storage, analysis and dissemination of criminal activity information. The CIC also operates the Alabama Center for Missing and Exploited Children.

HEADQUARTERS

During fiscal year, ABI headquarters personnel made preparations for the complexities of moving into the new downtown Montgomery facility. This move is estimated to take place in the beginning of 2003. The ABI headquarters contains many components, including the command staff and administrative functions. Other services located at ABI headquarters are Criminal/Narcotic agents, CIC, Identification/Latent Prints Unit, Alabama Center for Missing and Exploited Children, Explosive Ordnance Disposal/Technical Services, Polygraph Unit, Marijuana Eradication, and Internet Crimes Against Children. The ABI headquarters continues to host the Drug Enforcement Administration personnel assigned to High Intensity Drug Trafficking Area and Alabama National Guard counter-drug support personnel.

FY 2002 saw no significant organizational changes in the structure of command and line agents. The ABI continues to maintain the organization of six regionally located investigative areas. There are 87 sworn and 66 nonsworn personnel assigned to ABI. During FY 2002, the ABI Division saw a reduction in manpower due to the military activation of five agents.

CRIMINAL INVESTIGATION

The Criminal Investigation agents are responsible for meeting the challenge of providing the best investigation services in matters of major crimes, conducting specialized investigations, and providing investigative support. They conduct investigations into violations of state and federal laws at the request of various official sources, including the attorney general, district attorneys, police chiefs, and sheriffs. The agents and support personnel also assist local, state and federal agencies in a variety of investigative matters.

The ABI agents trained in criminal investigation often are observed processing a crime scene for evidence, interviewing suspects or witnesses, conducting searches, and arresting suspects. These duties, however, represent only part of what the agents in the ABI accomplish. There are six agents who are certified polygraph examiners. These agents conducted 464 polygraph examinations during the fiscal year. Many of these polygraph examinations were part of the thorough trooper applicant background investigations also conducted by agents of the ABI. Since the terrorist attack of September 11, ABI agents now maintain an extra vigilance in checking out potential threats and possible targets for terrorists. In the efforts of Homeland Security, ABI agents often check out leads or concerns in support of federal law enforcement agencies. ABI agents also gather intelligence on criminal activities and trends, which are stored in the database of the Criminal Information Center for further analysis.

During FY 2002, ABI agents opened 1,264 cases. They filed 1,105 assistance reports and generated 502 intelligence reports. The ABI investigations resulted in 548 arrests for 948 categories of criminal charges.

The ABI agents recovered 60 stolen vehicles valued at \$671,500 and recovered \$99,596 in other stolen property during the fiscal year.

NARCOTIC OPERATIONS SERVICE

The Narcotic Operations Service leads the charge in the Alabama Department of Public Safety's war on drugs to protect the public and make the state a safer place to live. Certain ABI agents are assigned to focus their efforts in the specialty of drug investigations where the primary task is the enforcement of state and federal controlled-substance statutes. This is accomplished by employing the latest strategies to combat the tide of illegal drugs from street-level distribution networks, which impact the quality of life of Alabama residents, to large-scale drug trafficking operations controlled by distant drug kingpins.

During FY 2002, ABI personnel completed final arrangements to address the epidemic growth of clandestine methamphetamine laboratories. The manufacturing of methamphetamine produces additional concerns to the ABI agents, beyond the inherent evils of the dangerous drug itself. In the process of producing the drug, dangerous conditions and hazardous wastes are created. The scene of the clandestine laboratory is dangerous to the innocent persons sometimes found there, to the environment of the community, and to the safety of the responding officers. In FY 2002, 10 additional NOS agents received clandestine laboratory investigation certifications by attending training courses dealing with this specialty. They are to be deployed in the investigation areas of the ABI and will be equipped with specially equipped response vehicles outfitted with the latest tools and equipment.

During FY 2002, narcotic agents seized the following property (estimated street value):

Drugs (not including marijuana plants)	\$8,988,272
Vehicles (17)	\$306,940
Weapons (99)	\$32,100
Other Properties	\$17,544

Gulf Coast High Intensity Drug Trafficking Area

Some ABI agents assigned to the Narcotic Operations Service are members of federal drug task forces under the direction of the U.S. Drug Enforcement Administration. One such task force entity is the Gulf Coast High Intensity Drug Trafficking Area. Three areas of Alabama have been deemed by the DEA to be HIDTA areas. They are Birmingham, Montgomery and Mobile. A HIDTA area is one that has been determined by the DEA to be particularly intense with illegal drug activity. HIDTA offices comprise participating law enforcement officers from federal, state and local agencies in a task-force structure supervised by the DEA. The members focus their efforts on their HIDTA areas to reduce the supply of illegal drugs and arrest those responsible for the distribution. HIDTA also is involved in drug interdiction strategies in each area. The ABI agents in Birmingham and Mobile maintain offices in DEA facilities; the Montgomery HIDTA office is housed within the ABI's headquarters office.

Marijuana Eradication

The Department of Public Safety's Marijuana Eradication Unit is tasked with traveling to each county in the state to locate and destroy marijuana plants being covertly cultivated by drug dealers in Alabama. There are currently three teams that visit each county at least twice during the growing season, which runs May through October. Each team comprises an ABI team leader and two to three Alabama National Guard ground team members. Local law enforcement from each county also participates in locating and destroying plants. The three teams also are supported by the DPS Trooper Aviation Unit and the R.A.I.D. Unit of the Alabama National Guard. The Marijuana Eradication Program is 100 percent funded by the U.S. Department of Justice, Drug Enforcement Administration.

During the 2002 season, the Marijuana Eradication teams located and destroyed 60,378 plants with a street value of \$120,756,000. There were nine indoor marijuana-growing operations seized. Both indoor and

outdoor growing operations resulted in 175 arrests. Property seizures amounted to \$10,830. This year's totals represent a dramatic increase from numbers of the previous year's activity. It is believed that more stringent border patrols and tighter security in general after September 11 reduced the amount of marijuana being transported into the state, thereby requiring local growing operations to sustain the drug trafficking.

TECHNICAL SERVICES AND EXPLOSIVE ORDNANCE DISPOSAL

The Alabama Bureau of Investigation includes several different specialized units. One of these is the Technical Services and Explosive Ordnance Disposal Unit. Agents assigned to this unit are highly trained and have gained considerable expertise in dealing with all types of hazardous situations. These agents are charged with a multitude of tasks, and they receive intense training during a five-week course, along with on-the-job training from senior EOD technicians. Agents also attend several courses for technical electronics training. They constantly maintain their skills by attending numerous training sessions to stay current with the latest technical and explosive methods. This training is essential to ensure the safety of the EOD technician.

The Technical Services portion of this unit assists any local, state or federal agency with electronic surveillance needs. Some of these duties include audio and video interception of evidence pertaining to criminal acts. Agents install and maintain electronic surveillance equipment in support of the Department of Public Safety and other law enforcement agencies, as well as conduct electronic countermeasures to detect eavesdropping equipment.

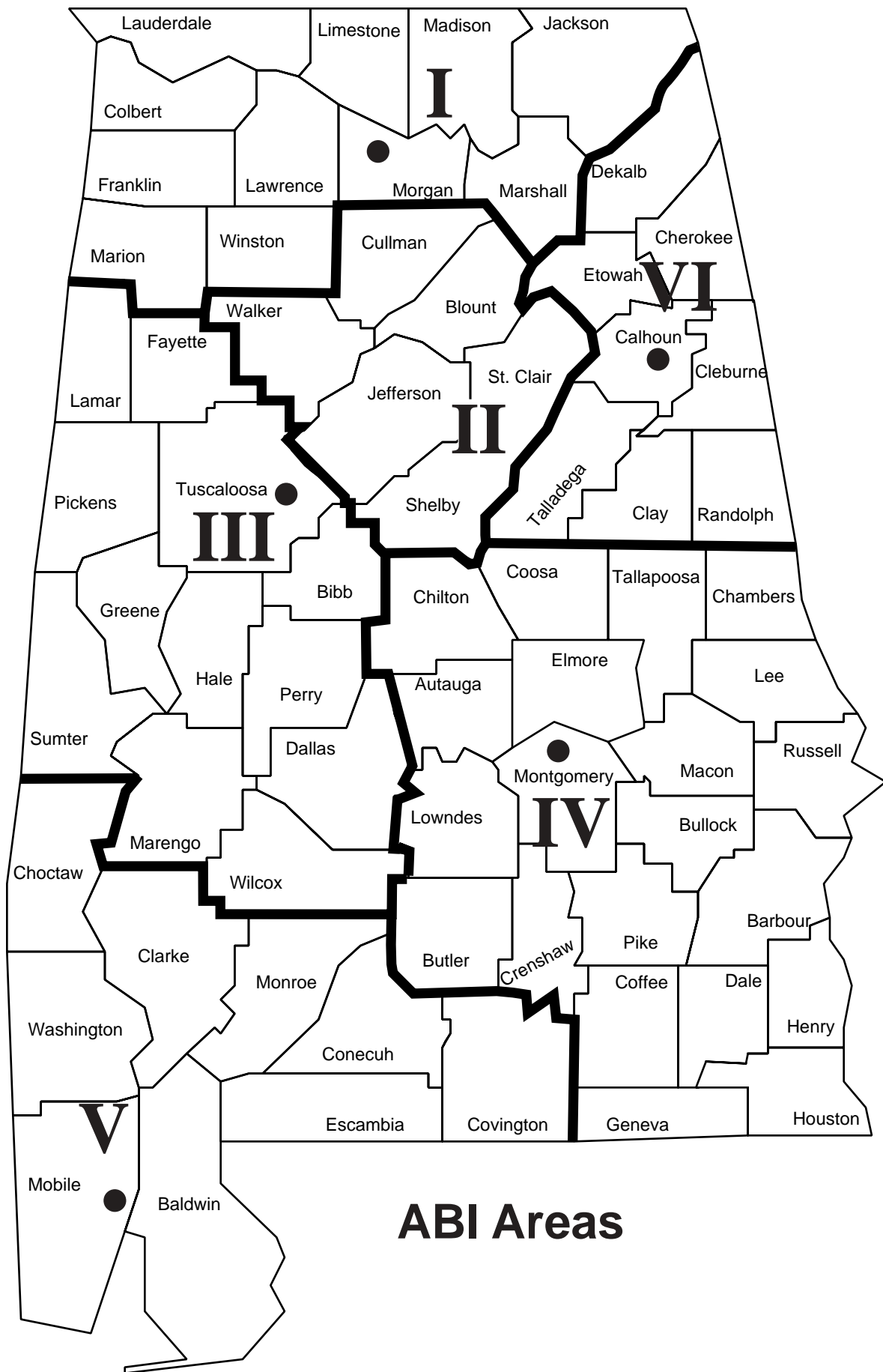
Duties performed by EOD agents include responding to the discovery of explosive devices. The EOD agents are trained in rendering the explosives or explosive devices safe. Agents also respond to the discovery of unused or discarded explosives. They are responsible for the disposal of explosives that have deteriorated or in other ways have become unsafe. EOD agents also respond to assist in the arrest, search and prosecution of explosive-related crimes in conjunction with local, state and federal agencies. EOD agents are responsible for providing security for large-scale events to prevent or detect the surreptitious placement of an explosive device. The EOD agents have been in place during presidential visits, other dignitary visits, college sports events, and car racing events, among others. Some of the EOD agents are handlers of explosive-detection canines. These agents receive training for four weeks to learn the handling of special explosive detection dogs. EOD agents also provide instruction to basic police classes in subjects involving explosive devices.

EOD activity during the fiscal year includes:

Recovery of explosives	60
Booby traps (drug labs)	5
Security details	33
Bomb threats training	16
Suspicious packages	37
Bomb threats	3
Attempted bombing investigations	1
Accidental explosion investigations	1
Electronic countermeasures	11
Miscellaneous	24

INTERNET CRIMES AGAINST CHILDREN

As part of its efforts to make Alabama a safer place for our children, the ABI has in place trained personnel who conduct investigative activities related to the detection of sexual offenders who use their computers to prey upon the innocent. The Internet Crimes Against Children program was made possible from a grant received in 2000 and a subsequent grant received in 2001 from the U.S. Department of Juvenile Justice and Delinquency Prevention. Crimes committed against children through the use of the Internet are, unfortunately, a growing concern. ABI has trained agents to conduct undercover online investigations as well as conducting forensic analysis of computers seized by the ABI and other law enforcement agencies. In



ABI Areas

performing these computer analyses, they retrieve evidence necessary for the prosecution of sexual predators. The personnel in this program have specialized computer hardware and software to utilize in their duties. They frequently attend training schools and seminars to stay current with the rapidly changing technological nature of computers. The agents also conduct educational efforts for students, teachers and parents to make them aware of the dangers facing children on the Internet. A performance review of ICAC activity follows:

Cases opened	31
Arrests	8
Search warrants	23
Computer forfeiture	2
Consultations	15
Forensic examinations	118
Investigation assists	9
Educational activities	92
Police/prosecutors trained	425

INVESTIGATIVE SUPPORT SERVICES

Criminal Information Center

The Criminal Information Center comprises criminal analysts and investigative technicians whose primary responsibility is to assist local, state and federal law enforcement officers in their case development and to collect, analyze and disseminate intelligence information needed for case preparation. This unit provides valuable information to the officers in the identification and location of suspects and witnesses for various types of criminal cases using a vast assortment of commercial and governmental databases. Leads are provided to the officers for follow-up, and information is received and stored in the CIC database for future intelligence.

CIC has the capability of accessing driver license photographs, driver histories, criminal histories, employment information, and utility and postal information to assist officers in identifying and locating their suspects. This unit uses databases such as Autotrack, Accurant, El Paso Intelligence Center, FinCen, Alacourt, revenue files, NCIC, and NICB to query individuals targeted for an investigation. This information can be presented to the agency with reports or through charts and link analysis. During the fiscal year, CIC processed 7,779 assistance requests, conducted 10,845 subject checks, filed 95 intelligence reports, processed 524 title hits, and retrieved 8,320 driver license photographs.

CIC provides 24-hour coverage for the Safe School Hotline, a toll-free number for students, parents or other individuals to report suspicious activity in schools. During this reporting period, CIC assisted with 31 calls.

Alabama Center for Missing and Exploited Children

The Alabama Center for Missing and Exploited Children, within the Criminal Information Center, serves as the custodian of information concerning children and other missing persons. It networks with personnel in other state and federal agencies and links its capabilities to help locate or identify missing children, adults or unknown deceased individuals. The ACMEC personnel also assemble flyers on missing adults or juveniles. During the fiscal year, 1,871 missing juvenile reports and 1,104 missing adult reports were opened, for a total of 2,975 reports. ACMEC personnel prepared 2,042 photo flyers of victims and unidentified persons.

Another important function of the ACMEC is the database development, maintenance and tracking of sexual offenders, many of whom are subject to the Community Notification Act. The database is updated and displayed on the ABI Web site. For the fiscal year, ACMEC processed 3,675 sex offender records, including 2,663 address changes, 3,852 mail-outs and 5,554 flyers.

IDENTIFICATION UNIT

Criminal Record Section

The Criminal Record Section is mandated by the Code of Alabama to maintain fingerprint files on all individuals arrested in the state of Alabama. The trained fingerprint technicians verify the true identity of criminals and applicants from fingerprint records submitted by law enforcement, governmental and private agencies. This criminal information is provided to law enforcement agencies throughout the nation. The section maintains repeat offender files, court dispositions, youthful offender status records and court-ordered record expungements. The Criminal Record Section processed 248,519 criminal and 2,500 registered sex offender fingerprint records.

A sub-section of the Criminal Record Section is the Imaging Section, which scans and stores all applicant/criminal fingerprint cards and documents associated with a specific record.

Latent Print Section

The Latent Print Section personnel process crime scenes and crime scene evidence to obtain fingerprint identification of individuals who may have committed specific crimes. The certified latent print examiners utilize modern techniques and the Automated Fingerprint Identification System to effect positive identifications. The Latent Print Section provides court testimony in state, federal and military courts. The section provides training in the science of fingerprints to law enforcement agencies throughout the state. During the fiscal year, the Latent Print Section assisted agencies by comparing latent prints in 3,069 cases, 19 court appearances, 39 crime scene investigations, conducted 39 training sessions, and effected 1,157 positive identifications.

Record Check Section

The Record Check Section is mandated by law to provide criminal history information when requested by law enforcement, governmental and private agencies. This section provides important information that is useful to all communities and for those responsible for the safety of children and adults. It is the responsibility of this section to use discriminating judgment, combined with utmost accuracy, when disseminating the criminal history information found in the ABI files. During the fiscal year, this section processed 46,080 background checks. This number includes 17,115 for the Department of Education, 13,597 for the Department of Human Resources, and 15,368 for all other agencies.

Automated Fingerprint Identification System Section

The Automated Fingerprint Identification System Section utilizes a computer system to analyze, store, match and retrieve fingerprint images and the matching features of these images. AFIS increases the ability of law enforcement to identify suspects quickly. During the fiscal year, 67,530 fingerprint cards were searched through AFIS. A total of 43,927 fingerprint submissions were registered in the AFIS database, and during the fiscal year, 61,039 fingerprint submissions were searched through Latent's unsolved database.

ADMINISTRATIVE DIVISION

All other divisions of the Department of Public Safety are served by the Administrative Division, which implements policies and procedures and provides a variety of functions necessary to the smooth operation of the department.

EXECUTIVE SECURITY

The Executive Security Unit coordinates all protection details for public officials of the state as directed by Title 36, Chapter 33, Code of Alabama. The unit also provides support for federal agencies and out-of-state law enforcement protection details in fulfilling their protective duties when visiting Alabama.

During the fiscal year, the Executive Security Unit provided personal protection, site security, and assistance for Alabama's elected officials and numerous visiting dignitaries from other states. The unit assisted with the Mobile Legislative Tour, provided assistance to the U.S. assistant district attorney during visits to the Center for Domestic Preparedness in Anniston, and provided security for the speaker of the U.S. House of Representatives during his visit to Birmingham.

FINANCIAL SERVICES

The Financial Services Unit has the following primary areas of responsibility in the operation of the Department of Public Safety.

Departmental Budget: The budget is prepared by the chief financial officer during the summer to meet the financial needs of the department during the fiscal year, beginning Oct. 1. The total amount appropriated by the legislature is analyzed and converted into an Operations Plan that best fulfills the needs of each departmental division, down to the organization and grant levels. It is analyzed and modified as necessary during the fiscal year to meet the department's changing obligations. The annual budget request to the legislature is prepared each fall based on anticipated financial requirements for the coming year. There are currently 94 fund-organization combinations.

Accounting: The Accounting Section makes all departmental payments for purchases, travel, rent, repairs, utilities, etc. Invoices are audited and payment vouchers are created and processed for all expenditures. These expenditures are analyzed and financial reports prepared, reflecting the financial status of the department. The Accounting Section also processes all interagency accounts' receivables and payables.

The Accounting Section prepares and deposits cash receipts sent to Financial Services. During the fiscal year, the Accounting Section processed 18,319 payment vouchers, plus 2,088 cash receipts that included 15,640 checks and money orders. The unit will be responsible for the daily reconciliation and deposits into the State Treasury of all driver license reinstatement fees being charged to the Visa or Mastercard payment system being implemented March 3, 2003, for the 10 statewide reinstatement offices.

The Accounting Section also maintains the professional services contract database to encumber the estimated quarterly amount of each contract.

Payroll: Payrolls are prepared to ensure each employee is paid the correct amount in a timely manner using the GHRS Payroll System, a completely automated payroll/personnel system. The section enters all regular overtime, grant overtime, subsistence and other payments, in addition to making all withholding and other deduction changes. During the fiscal year, the Payroll Section processed 32,236 payroll warrants.

Grants Accounting: The Grants Accounting Section comprises accounting, billing, reporting and receipts. This includes processing all payments made concerning each federal grant, preparing claims according to the guidelines set out by each individual grant reporting entity, and processing all receipts. During the fiscal year, the Grants Accounting Section processed \$8,441,982 in claims and issued 582 grant status reports.

Purchasing: The Purchasing Section is responsible for all requisitions, agency encumbrances, purchase orders and contracts for the department. The Purchasing Section processed 726 PUR 1000's, 1,252 PUR 10's, 452 PUR 1200's, and 23 emergency letters. The Purchasing Section coordinates all requisitions with the Organizational Budget Section to ensure that sufficient budget exists prior to any purchase.

Organizational Budget: The Organizational Budget Section of Financial Services is responsible for the budgeting, accounting and reporting for individual organizations within the department. During the fiscal year, the section processed 307 expenditure budget documents, 97 transfer budget documents, and 200 appropriation/allotment documents.

LEGAL UNIT

During the fiscal year, the Legal Unit was staffed by seven attorneys, a docket clerk, an ASA III, an ASA I, and a clerk. The primary responsibility of the Legal Unit is to represent the department and its employees in all legal matters. During the fiscal year, the department or its employees received 13 new major civil cases pending in state and federal courts. The docket usually carries approximately 30 major cases total. Also during the fiscal year, the department won most of its major cases as a result of summary judgment. The Legal Unit tried and won one case before a jury and was scheduled to go to trial in another case in April 2003.

Driver license suspension appeals account for the largest number of cases handled by the department. During the fiscal year, the department received 1,358 cases, an increase of 293 cases compared with the previous year. These appeals are handled in all 67 counties. The numbers of these appeals continue to increase each year because of additional legislation regarding the suspension of a driver license.

In addition to routine representation of the department, the Legal Unit represents the department in all disciplinary matters involving its employees. Other duties include drafting and reviewing contracts; representing the department before the Board of Adjustment; providing legal advice to the director and other staff members; conducting hearings regarding appeal of the registration of sex offenders and regarding suspension of driver licenses due to medical reasons; providing instructors for in-service training; responding to subpoenas; interpreting court orders affecting driver license records; and responding to general correspondence and inquiries from judges, attorneys, and other state agencies, as well as the public. The fastest growing segment of the unit's caseload during the fiscal year was sex offender notification appeals, with more than 300 cases pending. The unit anticipates this trend will continue.

PERSONNEL MANAGEMENT

The Personnel Management Unit coordinates and processes all personnel actions in coordination with the State Personnel Department. These actions include appointments, performance appraisals, promotions, leave, on-the-job injuries, FMLA, resignations, administrative hearings, travel orders and service awards. Personnel maintains official personnel files on approximately 1,245 active and 6,395 inactive employees.

This unit coordinates the department's Policy Order No. 100, regarding assignment and training. The policy provides for announcement of vacant law enforcement positions/duties and ensures that equal consideration is given to all interested employees who meet minimum qualifications. During this fiscal year, 69 positions and five additional duty assignments were announced.

Personnel Management projects during the fiscal year include the processing and hiring of 43 new troopers; administering an entry-level trooper exam; coordinating blood pressure and health and fitness programs sponsored by HealthWatch; organizing department-sponsored blood drives administered by the American Red Cross; and conducting the 2001 State Employees Combined Charitable Campaign for the department.

Personnel Transactions

Administrative hearings	5	Probationary raises	101
Annual raises	690	Promotions	67
Appointments	172	Resignations	90
Deaths	1	Retirements	36
Demotions	1	Service pins	106
Dismissals	8	Suspensions	16
Line-of-duty injuries	66	Transfers	124
Medical examinations	95	Travel orders	358
Merit raises	3	Military leave	457

PLANNING AND RESEARCH UNIT

The Planning and Research Unit was re-established Jan. 1, 2000. The unit consists of the Administrative Section; the Fatality Analysis Reporting System, responsible for compiling and analyzing Alabama's fatal traffic crash data; the Grants Section, responsible for researching, writing, administering and monitoring all departmental grants and awards; and the Law Enforcement Liaison Program, responsible for planning, developing, monitoring and implementing statewide initiatives to promote education and enforcement of laws to increase occupant protection usage.

Administrative Section

The Administrative Section is responsible for conducting research into innovative law enforcement techniques and products; evaluating existing programs and policies; updating staffing formulas; developing strategic plans focused on futuristic trends and challenges to public safety; and developing, reviewing and maintaining the department's operational policy and procedure manual and its strategic plan. The section also oversees management of 40 departmental grants and agreements and management of the LEL and FARS programs. The section conducted the department's participation in the State Combined Campaign and the U.S. Savings Bond Drive; represented DPS on the Emergency Management Service Board; attended the National and State Memorial Service for Law Enforcement Officers in Washington, D.C.; and chaired six departmental administrative hearings.

Highlights of the section's work during the fiscal year include:

Law enforcement surveys conducted	5
Law enforcement survey responses	167
Legislation reviewed	15
Policies and procedures reviewed/updated	14
DPS special workplace reports	3
COPS assistance to family members	3
Specialized training conducted	4
Trooper applicant drug screens	70
Special projects from director/assistant director	5

Fatality Analysis Reporting System

Alabama's Fatality Analysis Reporting System is a calendar-year census of data on all fatal traffic crashes occurring on Alabama roadways. Alabama, all other states, the District of Columbia, and Puerto Rico participate in the FARS network.

To be included in FARS statistics, a crash must involve a motor vehicle traveling on a roadway customarily open to the public and result in the death of a person (a vehicle occupant or non-motorist) within 30 days of the crash.

Areas of increased emphasis and special studies for the year included injuries associated with airbag deployments, school bus-related fatalities, large truck fatalities, sport utility vehicle rollovers and tire defects.

In October 2001, the Alabama FARS personnel attended the FARS 27th Annual System-wide Training in Savannah, Ga. In March 2002, the Alabama FARS analyst received a promotion and transferred to another division within Public Safety. As a result, to meet the May 15, 2002, deadline for entry of 2001 cases, the Alabama FARS program received assistance from the Illinois FARS analyst in coding cases, and an analyst from Kentucky spent one week in Alabama entering cases.

A new FARS analyst was employed in August, and a second analyst, to work 75 percent on FARS, was employed in September. The two analysts received basic FARS training during the year and were scheduled to attend training for new analysts in January 2003.

2001 Motor Vehicle Deaths*

Fatal Crashes	904	down .6%
Deaths	998	up .8%

*2001 is the latest year for which complete data is available.

Grants Administration Section

The Grants Administration Section, staffed by two planning and economic development specialists, is responsible for administering all grants and special revenue sources for the Department of Public Safety. Additional duties are networking, research and proposal creation. Grants administrators are professionally trained to present classroom instruction for project directors and other personnel involved in the grants process. DPS currently has more than 50 grants, interagency and special revenue funds which total more than \$66 million. Additional awards are pending.

The section's mission is to enable approved programs by researching funding sources, networking appropriately, compiling application materials and raw data, creating proposals, administering approved grants, conducting training for individuals involved in the grant process, maintaining current professional training for grants administrators, and managing individual offices in the Grants Section.

The Grants Section shares the vision of the department by staying abreast of modern best practices in grants administration and bringing to light opportunities for current funding, programs and technology to maintain a progressive direction and vitality in action.

During the fiscal year, DPS federal grants were estimated to be roughly equal to that of other states with comparable populations. Statistics for funding received from the Alabama Department of Economic and Community Affairs and the Alabama Department of Transportation were not studied. Awards for new proposals include \$3 million for the Mobile Data Computer Project and \$5.6 million to hire 75 new troopers.

During the fiscal year section staff:

- Administered more than 50 grants and special revenue funds, to include ongoing in-house reviews of project activity and financial expenditures;
- Developed new proposals for and subsequent award of grants;
- Negotiated with ADECA, Alabama Criminal Justice Information Center, ALDOT, Federal Highway Department, U.S. Department of Justice, COPS Office, Community Traffic Safety Programs, and other funding agencies regarding allowable grant expenditures and activities such as the Byrne grant, traffic safety overtime grants, driver license suspension appeals project, truck weighing programs, and OCDETF;
- Attended conferences and training to stay abreast of law enforcement trends for future funding opportunities, including training on homeland security and financial management for COPS grants, as well as training in Methods of Instruction;
- Continued streamlining procedures for all department grants to ensure accurate reimbursements and compliance with program guidelines;
- Provided training for 32 project directors and other personnel in March and October 2002.

The section is committed to making every effort to research and study funds availability for law enforcement technology and equipment grants. Additionally, there are standing requests for research for funding for the Alabama Criminal Justice Training Center and other areas for which no funding is currently available. There has been much discussion about interoperability as requisite for communications and information technology funding. Networking and obtaining information is part of the preparation for creating proposals and continues to be a major focus of the section. Additionally, the section plans to formulate a policy and procedure booklet.

Law Enforcement Liaison Program

The Law Enforcement Liaison Program was initiated in February 2000, to plan, develop and implement a statewide initiative to promote education and enforcement of the state's occupant protection laws. Funded by the National Highway Traffic Safety Administration through the Alabama Department of Economic and Community Affairs, LEL's primary mission was to increase seatbelt and child restraint usage in Alabama. Two DPS officers were assigned to work under the direction of the Law Enforcement Traffic Safety Division of ADECA in implementing the program.

During its third year of operation, the program was further developed by establishing Community Traffic Safety Programs; attending orientations, conferences and training programs; and increasing the participation of state and local law enforcement agencies in two major traffic safety blitzes, Operation America Buckles Up Children (Operation ABC), and Click It or Ticket. LEL officers also assisted CTSP coordinators in establishing committees to address enforcement, education, engineering and emergency medical services in each of Alabama's nine regions. The LEL program also promoted child passenger safety, worked to reiterate to local law enforcement officers the importance of traffic safety, and enhanced communications among various stakeholders and practitioners in traffic safety.

This specialized program has maintained 100 percent participation by state and local law enforcement agencies in the four Operation ABC traffic safety blitzes. The focus of this project is to enhance traffic safety, with an emphasis on increasing occupant protection usage. Click It or Ticket — the largest and most complex of the occupant protection blitzes — revealed a decline in safety belt usage, from 79.4 percent post-2001, to 70.3 percent pre-2002. After the 2002 blitz, the usage rate increased to 78.6 percent, reaffirming the 2001 results and the success of the program. The life-saving benefits of increased safety belt usage serve as a continuing incentive for this program and the state's law enforcement community.

LEL assisted ADECA in implementation of the Law Enforcement Incentive Program, designed for future enhancement of enforcement efforts by participating law enforcement agencies. This year's special awards program provided more than \$150,000 to various state, county and municipal law enforcement agencies for exemplary enforcement efforts with enforcement comparison.

This year the LEL program has enabled hundreds of state and local agencies to receive at no cost specialized training in safe and legal traffic stops, safe and legal roadblocks, in-car video camera operation, and other traffic safety-related topics. The program also has assisted ADECA's LETS staff with coordinating and implementing workshops for regional CTSP coordinators addressing diversity outreach, underage drinking and false ID's.

During the year, LEL's accomplishments were recognized with the following awards:

- Special certificate from the National Highway Traffic Safety Administration for exemplary efforts to increase occupant safety;
- Recognition award from the Center for Enforcing Underage Drinking Laws for innovation and perseverance in reducing underage drinking; and
- Appreciation certificate from ADECA commending the success of the Governor's Symposium on Enforcing Underage Drinking Laws.

STANDARDS AND INTEGRITY

The Standards and Integrity Unit is responsible for ensuring that department resources are utilized effectively and efficiently, and that department employees adhere to professional standards as established in

the code of ethics and Department of Public Safety and State Personnel rules and regulations.

Unit staff inspect department facilities, equipment and personnel; audit records and files; investigate EEO complaints and employee grievances; review hiring, promotions and duty assignments; assist the Legal Unit with lawsuits filed against the department or employees; investigate complaints or indications of employee misconduct; and review disciplinary procedures. Activity during the fiscal year included:

EEO Action

Complaints resolved	3
Complaints withdrawn	1
Complaints pending	2
Current investigations	6
Felony arrests	2
Other arrests	208
Warnings	64

Case Assistance

Proactive investigations	37
Lawsuit investigations	4
Internal investigations	13
Internal investigations pending	3
Lawsuit investigations pending	12
Proactive cases to review/monitor	71

PUBLIC INFORMATION/EDUCATION

The Public Information/Education Unit provides information to the public, media, law enforcement agencies and others concerning departmental operations and all aspects of law enforcement and traffic safety; conducts safety programs and campaigns; is responsible for archives and headquarters information/security; and supports recruiting efforts by producing and distributing recruiting material and making individual and group contacts.

The unit produces the departmental newsletter, *The Blue Light*, and the annual report, and provides graphic layout and design in the production of departmental forms, manuals, organizational charts and other printed materials.

During the year, PI/E staff participated in publicity and educational efforts in support of the Click It or Ticket safety belt campaign. To promote the program's goal of increased safety belt use, they took part in news conferences, issued news releases, conducted interviews and public service announcements, and distributed literature at statewide checkpoints advocating safety belt use. Also during the year, PI/E assisted the Department of Transportation in the development of a series of televised public service announcements designed to promote traffic safety in Alabama. Unit officers and other DPS members were featured in the PSA's.

Archives and Information/Security

The Archives Section maintains and updates archival files for the department. The section also monitors two daily newspapers, clipping and filing articles related to departmental operations. Public Information/Education also is responsible for staffing the information/security desk at headquarters and issuing security passes to visitors. During the fiscal year, the desk receptionist greeted and provided information and directions to approximately 8,000 visitors and responded to approximately 10,000 telephone inquiries.

PI/E Activities

Miles traveled	148,628	Radio and TV spots recorded	300
Talks, traffic safety/law enforcement	797	Radio and TV programs by field officers	51
Printed news releases distributed statewide	12	Traffic safety-related special details/hours	1,331
(news releases to 400 media outlets)	4,800	Driver improvement programs	33
Field officer news media interviews	2,429		

DRIVER LICENSE DIVISION

The Driver License Division is responsible for testing and keeping records on Alabama's licensed drivers. These records include accident reports, traffic arrest forms, driver license applications and traffic violation convictions. In addition to administering the written and road skills driver license examination to commercial and noncommercial drivers, the division is responsible for the application of penalties that may result in the revocation or suspension of a driver license.

While other states struggle with ways to resolve fraudulent driver license-related issues, Alabama continues to lead the country in aggressive training and enforcement. Once again, the Driver License Division has conducted more training than ever before, especially in the arena of fraudulent documents, and the division is pursuing the establishment of a new uniformed fraud unit numbering 13 troopers. The Driver License Division made 636 felony arrests, an increase of 89 compared with last year, and 1,869 misdemeanor arrests, an increase of 1,198.

Recognizing the dedication and outstanding accomplishments of division employees continues to be a priority, and two new awards — in addition to selection of the seventh Driver License Examiner of the Year — honored stellar staff members. Such initiatives help build morale and esprit de corps, fueling the Driver License Division's continued service to Alabamians.

DRIVER LICENSE EXAMINER UNIT

The Driver License Division honored Examiner I Jennifer McDaniel of Fort Payne as the 2001 Examiner of the Year. The award was presented at the First Annual Examiner of the Year luncheon at the Legends in Prattville, hosted by the Alabama Retail Association.

Arrests

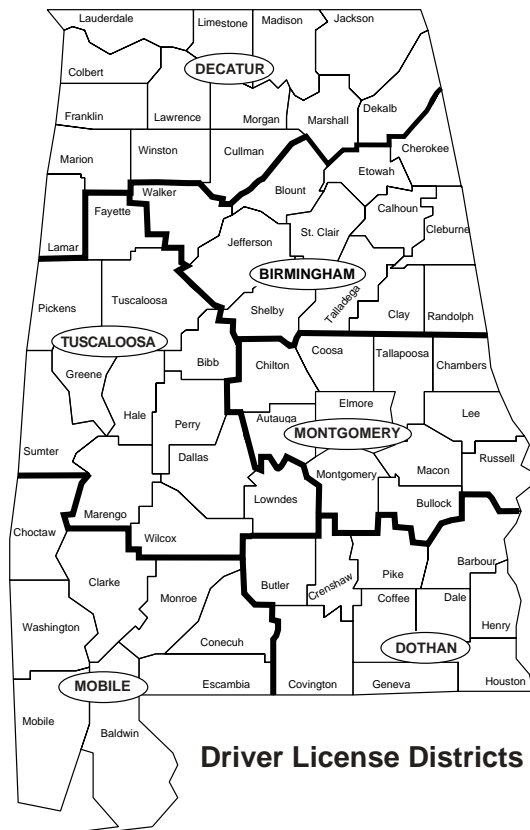
Driver License Examining personnel, both uniformed troopers and nonsworn examiners, were responsible for effecting 2,329 arrests during the fiscal year (an increase of 1,111 compared with last year). These number 498 felony arrests (a decrease of 49) and 1,831 misdemeanor arrests (an increase of 1,160). They include arrests related to failure-to-appear warrants, felony fraud cases, forgery, robbery, larceny, child neglect, rape, parole violation and firearms violations.

Notable Cases

The conscientious work of Alabama's examining personnel each day helps preserve the integrity of the licensing process and safeguard Alabamians. Careful computer checks produced the following results:

- In October 2001, Richard Fowler tried to obtain an Alabama identification card in Dothan. Examiner Holley Condrey found Mr. Fowler was wanted for escape from custody at the New Jersey Department of Corrections after walking off his work detail in July 2001. Cpl. Jessie Williams confirmed the warrant, and Tpr. Curtis Coachman arrested him and placed him in the Houston County Jail to await return to New Jersey.
- Also in October 2001, Andrew Lavert tried to obtain a driver license in Homewood. Examiner Pat Nelson found a warrant from California for assault with a deadly weapon. Mr. Lavert was wanted by the U.S. Marshal Service and had a prior arrest for robbery/assault with a deadly weapon/felony possession of a firearm. The Homewood Tact Team took him into custody.

- In November 2001, William Pentz applied for a driver license in Jacksonville. Examiner Regina Fincher found a felony lewd molestation warrant from Oklahoma. The warrant and extradition were verified, and Sgt. Erskine Gregory placed the man in the Calhoun County Jail. In January 2002, Michael Brookes applied for a driver license, and Examiner Fincher found a felony parole violation warrant on a homicide conviction from Sacramento, Cal. The Jacksonville Police Department placed him in the Jacksonville City Jail to await extradition.
- In December 2001, Robert John Fusco applied for a driver license in Decatur. Examiner Judy Hitt found he was wanted by Parole and Commission Services in California for parole violation following his conviction for assault with severe force. Mr. Fusco was considered armed and dangerous. Driver License Supervisor Vanessa Davis verified the warrant and extradition, and the Morgan County Sheriff's Department arrested the subject to await extradition to California.
- In March 2002, Anthony Jabbar Byrd applied for an identification card in Union Springs. Examiner Carey Tatum found a felony warrant from Orange County, Fla., for robbery with a deadly weapon. The subject was arrested and placed in jail by a Union Springs police officer to await extradition to Florida.
- In April 2002, Tonya Willis applied for a driver license in Livingston. Examiner Sue Merriweather found a felony warrant for escape from the Ohio Department of Rehabilitation and Corrections. Ms. Willis was arrested by the Sumter County Sheriff's Department to await extradition to Ohio.
- Also in April, Jeff Newland applied for a driver license in Ashland. Examiner Selita Thompson found a felony warrant for child molesting in a harmful manner in La Porte, Ind. The Ashland Police Department arrested Mr. Newland to await extradition to Indiana.
- In April 2002, Heather Nicole Davis applied for an identification card in Dothan. Examiner Michelle Yance found that Ms. Davis was a missing juvenile from Melbourne, Fla. She was turned over to Cpl. Tommy Merritt of ABI.
- In May 2002, John Christopher Coleman applied for an Alabama CDL with hazardous material endorsement at the Dothan office. Examiner Janan Doster found a felony warrant for probation violation from the Lee County Sheriff's Department in Fort Myers, Fla. Cpl. Jessie Williams arrested Mr. Coleman and placed him in the Houston County Jail to await extradition. Mr. Coleman had more than \$11,000 cash in his possession, and ABI agents were notified. A Dothan police K-9 unit alerted on Mr. Coleman's vehicle, and further investigation determined that Mr. Coleman had arrived at the Dothan airport the day before from Canada. He had a passport indicating he was from Northern Ireland, and he also had in his possession a valid Colorado CDL with hazardous material endorsement.
- In July 2002, Willie B. Battle applied for an identification card in Huntsville. Examiner Pat Burwell found a Mr. Battle, AKA Willie B. Coleman, was wanted for escape from prison. Cpl. Terry Ware interviewed the subject and determined he had escaped from the Limestone County Jail 15 years earlier. He escaped after serving three of his 20-year sentence.



Training

As a result of the rapidly increasing number of fraud-related investigations and arrests being conducted by the Driver License Division, the staff of the Alabama Criminal Justice Training Center requested that driver license fraud training be included in trooper in-service training. As a result, every arresting officer

within the state received fraudulent-document training, and numerous troopers have reported making arrests in this area.

Due to the division's expertise in fraud-related matters, Cpl. Lee Peacock was invited to serve as a guest speaker at the Lower Alabama Fraud Task Force Meeting. A similar request was received from the Barbour County Sheriff's Department, and Cpl. Jessie Williams assisted officers in learning to detect fraudulent documents.

Lt. James D. Lyons attended the Troop G Highway Patrol meeting in Atmore and gave a presentation on the latest developments and changes within the Driver License Division. Items discussed were reinstatement fees, arrests of individuals for fraudulent documents and prosecution of suspects for altered driver licenses.

Cpl. Peacock, along with other law enforcement officials, met with representatives of the local Emergency Management Agency office and the Degussa Chemical Plant to perform a threat assessment of the facility.

The Examining Unit conducted three sessions of the Basic Examiner Training Course and the Commercial Driver License Examining Unit conducted three sessions of the Commercial Driver License Training Course for new examiners hired during the year.

Miscellaneous

Numerous driver license offices throughout the state were closed approximately 208 days, affecting 6,711 applicants. These closings were due to personnel shortages, sick, annual and military leave or weather.

Four examining offices — Huntsville, Quad Cities Mobile and Dothan — collected a total of \$4,010,330.75 through the three business practices listed below:

- 22,365 persons were reinstated, with a collection of \$3,812,906;
- 5,168 accident reports were sold, with a collection of \$77,520;
- 20,853 motor vehicle records were sold, with a collection of \$119,904.75.

All of this was accomplished with the staff shown below:

	October 1, 2001	September 30, 2002
Major	1	1
Captain	1	1
Lieutenants	4	4
Sergeants	6	7
Corporals	3	4
DL Supervisors	7	9
Examiner II's	17	14
Examiner I's	128	127

Limiting the unit's effectiveness are continuing vacancies for two of six district commanders and the division's assistant chief.

DRIVER LICENSE SERVICES UNIT

Driver License Services makes driver license information readily available to units within the department, other law enforcement agencies and the general public. This unit consists of five sections: Administrative, Microfilming/processing, Microfilm Retrieval, Phone Section and the Department Mail Room, which provides mail services for all divisions within the department. Fourteen employees staff the five sections.

Administrative Section

As of Sept. 30, 2002, the driver license database contained 4,194,068 driver licenses, 539,953 identification cards, and 151,898 file numbers, for a database total of 4,885,919 records. A total of 39,265 vessel

licenses were issued during the fiscal year. A total of \$11,272,725.50 was deposited to the state treasurer for the sale of 1,960,474 driver records processed on-line or received through the mail or fax.

The unit is responsible for the purchase and distribution of Alabama Driver License Manuals, Alabama Commercial Driver License Manuals, Motorcycle Manuals and Alabama Boaters Manuals to driver license, probate and license commissioners' offices throughout the state. Also, manuals are provided to driver education classes and members of the American Association of Retired Persons. The most significant accomplishment this year was the complete revision of the Alabama Driver License Manual.

Remodeling of the Records Management Unit (consisting of Driver License Services and Records Processing), resulted in a more efficient, effective and serviceable work environment. The remodeling included redesigned work areas, new carpet and larger workstations.

The unit ordered, received and distributed supplies required to issue driver license and non-driver identification cards to driver license and county offices. These supplies include temporaries, affidavits, stylus pens, batteries and toner cartridges. The unit fulfilled a request from the Selective Service System by adding the following statement to driver license applications: "By submitting this application, I am consenting to registration with the Selective Service System, if so required by Federal Law." In addition, Selective Service posters and brochures were distributed to all license-issuing offices. The State Records Commission approved the destruction of 500 rolls of 1976 microfilm that had been exposed and had no index to locate documents.

As mandated, the Driver License Division continues to process certified mailing of suspension, revocation and cancellation notices of Alabama driver licenses, with High Cotton Direct Marketing in Birmingham. A total of 95,012 of the certified notices were returned as undeliverable, however. Driver License Services re-mailed 2,614 of 17,929, driver licenses returned by the U.S. Postal Service for reasons such as no such number, attempted not known, insufficient address, moved and unknown at the address listed.

Driver License Services personnel and district supervisors updated employee identification cards issued by the department, and the section completed the Census Bureau quarterly tax survey and FHWA form 562 for the Alabama Department of Transportation, regarding the number and age of licensed drivers. KMI Imaging prepared two proposals for document scanners, one for a stand-alone system for microfilm and one to include data entry. Currently, Driver License Services and Information Services are writing specifications for imaging and computer hardware/software systems.

Microfilming/Processing Section

This section microfilms documentation that builds and supports a driver record. During the fiscal year personnel microfilmed, processed and batched 1,044,372 documents. These documents consist of driver license applications and nondriver identification applications and attachments, uniform traffic citations, failure-to-appear notices, clearance letters, AST 60's, hearing requests and results, correspondence, financial responsibility filings and cancellations.

Other documents microfilmed include changes in names, dates of birth and addresses; deceased documentation; out-of-state status documentation; and valid-without-photo and signature requests. Crash reports are microfilmed on an Image Link 30 Camera transferred to the Driver License Division from the Alabama Department of Revenue. The microfilm equipment and supplies obtained from Revenue allowed the section to replace outdated equipment in use for the past 25 years.

Microfilm Retrieval Section

This section retrieves an average of 178 rolls of microfilm film each week to copy and scan documents in response to requests for driver license information. This section sorted and mailed to 42 states a backlog of dismissed court documents from Alabama courts, clearing dockets of uncollected fines.

One example of this section's contributions to the mission of Public Safety is found in Ingrid Hatch's successful manual search to locate a nondriver license application for a subject who had a warrant for dangerous drugs and possession of a controlled substance. Locating this application furthered the investigation by providing a valid address and place of employment for the subject.

Phone Section

The Phone Section of Driver License Services answers calls from the general public, courts and law enforcement agencies requiring accurate and timely review of driver records for response to telephone inquiries.

The volume of telephone calls continues to be overwhelming and creates the greatest number of complaints within the division. Section personnel answered 92,420 calls, while 826,326 calls went unanswered. An additional 94,641 telephone calls were answered by personnel assigned to other headquarters Driver License Division units.

Staff members answer calls beginning at 7 a.m. each day. Staffing telephones at this time has provided a more customer-efficient service to accommodate different time zones and work schedules, which has been well-received by callers. In addition, new personal Dell computers and 1200 hp LaserJet printers were installed in all workstations to allow telephone operators to answer calls in a more timely and efficient manner. Val Jernigan was promoted to supervise and oversee the day-to-day operation of this section.

Department Mailroom

The mailroom continues to provide timely and reliable mail services for all divisions of the department.

In the wake of the anthrax scare, safety guidelines and practical advice were provided to all employees handling department mail and packages received through the mail. Gloves and protective masks were provided to department and division employees.

The mailroom instituted new tracking and security measures for handling fees and deliveries after an inmate stole a Highway Patrol Division camera and accessories and then mailed them to a friend. Lt. Greg Jones was able to recover the camera and accessories.

DRIVER IMPROVEMENT UNIT

The unit implemented an enormously successful overtime project that resulted in a massive backlog reduction. Personnel handled and processed more than 196,000 documents; 129,654 tickets were coded, 28,071 accident reports coded, and 2,496 reinstatements completed. An additional 35,781 documents were processed from error listings; combination and/or correction of records; entry of driver license and microfilm numbers; and information verification through computer inquiries, the generation, certifying and mailing of abstracts, and other required reporting.

As in Driver License Services, the volume of telephone calls continues to be overwhelming and prompts the greatest number of complaints. The Driver Improvement Telephone Unit is dedicated solely to answering telephone calls, and responded to 100,012 calls; 663,603 calls went unanswered. Another 88,976 calls were answered by other Driver License Division personnel, who are assigned to assist walk-in customers, reinstate driver licenses, respond to correspondence and perform job tasks necessary to correct, combine, update, suspend and cancel driver licenses.

Monies Collected

Reinstatement Fees	29 @ \$50	\$1,450.00
Drug Fees	4,047 @ \$25	\$101,175.00
Second Clearance Letter	695 @ \$5	\$3,475.00
Motor Vehicle Records	1,992,755 @ \$5.75	\$11,458,341.25
Accident Reports	32,694 @ \$15	\$490,410.00
New Fees Collected		
Drug/Alcohol	14,958 @ \$275	\$4,113,450.00
Non-drug/Alcohol	2,263 @ \$175	\$396,025.00
Regular Fee	39,429 @ \$100	\$3,942,900.00

Late Fee	32,084 @ \$50	\$1,604,200.00
Postage	25,762 @ \$3	\$77,286.00
Total Monies Collected		\$22,188,718.25

Although the unit was able to hire nine new employees, it lost 10 employees due to resignations, transfers, retirements and deaths.

Hearing/Fraud Section

The Hearing/Fraud Unit was staffed during the fiscal year by a trooper lieutenant, a trooper sergeant, 13 troopers, a driver license specialist and an ASA II. Hearing officers conducted 4,477 hearings, 650 of which were administrative per se hearings. All per se hearings are being held within the 30-day time period required by law.

The Hearing/Fraud Unit completed 277 fraud investigations, resulting in 138 fraud-related felony arrests and 38 misdemeanor arrests. At the end of the fiscal year, the unit was engaged in 119 ongoing fraud investigations. In addition to the fraud-related arrests, hearing officers made 162 felony arrests, 150 misdemeanor non-traffic arrests, 336 misdemeanor arrests, 15 arrests for DUI, and 1,296 other traffic arrests. They also issued 251 warnings, investigated 25 accidents, and assisted 74 stranded motorists.

The Hearing/Fraud Unit receives 100-250 AST-60's per day, and unit personnel process the AST-60's the day of their receipt. Revisions to the AST-60 have been made to ensure the form's terminology accurately reflects applicable law and legal opinions.

Unit activities include the following:

- A juvenile procedures training class was presented to all Hearing/Fraud Unit personnel by Attorney Neal Connor at the July hearing officers' meeting;
- Specialist Leah Bedsole instructed driver license examiners on fraudulent documents and mutilated licenses at their in-service training in Selma during September and October; Specialist Bedsole attended a 40-hour Arabic Romanization course and the AAMVA Fraud Symposium;
- All unit staff attended a 16-hour fraudulent document detection training school taught by Capt. David Myers of the Florida Highway Patrol, at the Alabama Criminal Justice Training Center in Selma;
- The Alabama Bankers Association honored Tpr. Larry Sims for making the most fraud arrests in 2001; quarterly awards for the most fraud arrest were presented to Tprs. Curtis Coachman, Veronica Fetty and Gary Hicks.

SAFETY RESPONSIBILITY UNIT

The Safety Responsibility Unit began the fiscal year with a shortage of personnel due to retirements and resignations, but the personnel shortages have been eliminated and the unit is operating with no backlogs. The additional employees provided much-needed assistance to overall processing of documents. The Safety Responsibility Unit is staffed with 22 employees who processed the following:

SR-13 Accident Report Filings	167,699
SR-21 Insurance Verification Reports	4,700
SR-22 (Mandatory Insurance)	48,663
SR-26 Cancellation of SR-22 Insurance	13,469
Releases of Liability from Accident Damages	1,044
Status Reports Submitted to Insurance Companies	3,138
Civil Court Judgments Filed Against Responsible Parties	2,619
Claims Filed by Injured Party as the Result of an Accident	29,808
Hearings Files Reviews	675
Appeals from Circuit Court	31
Security Received for Accident Claims	\$270,199.15
Security Disbursed	\$443,065.08

The Safety Responsibility Unit is in the process of eliminating all paper files by microfilming all documents to provide a more effective system of document retrieval and storage. The project should be completed during the next fiscal year.

The unit is operating within the guidelines of the Motor Vehicle Laws, Safety Responsibility Act.

Medical Section

During the fiscal year, the Medical Unit processed 10,344 documents, answered 9,953 phone calls, and assisted 232 walk-ins. A total of 20,708 current documents and 34,950 backlog documents were scanned into the system. The Medical Unit reviewed 7,352 files. Although the unit's volume of work has increased steadily, the number of employees has declined, and the unit currently consists of one driver license supervisor, one ASA II, and three ASA I's.

Due to a shortage of personnel, the Medical Unit has fallen behind in performing duties mandated by state and federal law. The unit has not set ticklers (automatic follow-ups) during the period of December 2000 through November 2001, and 2000 eye forms have not been reviewed. Department of Transportation physical forms for commercial drivers have been reviewed, but are awaiting proper follow-up procedures. The Medical Unit is currently one month behind in reviewing commercial driver license and regular driver license medical forms (mail-ins).

As required by state law, there was a meeting of the Medical Advisory Board on Sept. 15, 2002. Eighteen physicians with expertise in various fields comprise this board, and six attended the meeting. Topics discussed included the qualifications for window tint waivers, the use of bioptic lenses, and proper procedures for administering cite exams. As supervisor of the Medical Unit, Sgt. Terry Chapman attended seven medical hearings during the fiscal year.

INFORMATION SERVICES UNIT

Data Entry

During the year, Data Entry succeeded in processing all documents upon receipt, and there were no backlogs of any DPS documents. In addition to the documents processed below, the unit also entered 2,300 safety responsibility claims and completed 3,329 address changes.

The Data Entry Unit keyed 1,068,575 documents as detailed in the following:

Accident Reports	146,517
Uniform Traffic Citations	277,317
SR-13 Reports	159,533
Motor Vehicle Records	26,321
Status Reports	43,857
Failure to Appear	89,677
Failure to Pay	26,160
DL2, DL14, DL21 and CDL2	285,187
Leave Records	14,006

Computer Operations

Driver license and ID cards produced and mailed	1,093,319
DPS, legislative and generic ID cards produced	1,372
Driver license expiration notices printed and mailed	255,780

Motor vehicle reports processed (in-house batch)	29,785
CDL change state of records processed in CDLIS	3,733
Alabama commercial driver pointers added to CDLIS	9,292
Alabama convictions sent electronically through CDLIS to other states	8,385
Alabama problem drivers added to PDPS (NDR)	62,189
Accident reports processed	141,934
Traffic citations/convictions processed	572,195
Failure-to-appear transactions processed	154,198
Failure-to-pay-court-fine transactions processed	31,987
Safety responsibility SR-13 documents processed	157,242
Removal notices generated, transmitted for certified mailing	196,045

The ADLIS Help Desk responded to more than 31,145 trouble calls in support of ADLIS hardware and software and applicable procedures.

Computer Support

During the fiscal year the department received 90 desktops with printers for Highway Patrol offices, and 72 of the 90 were installed at the Montgomery, Mobile, Dothan, Evergreen, Decatur, Huntsville, Quad Cities, Jacksonville, Birmingham, Tuscaloosa, and Opelika posts, as well as at headquarters and the Homeland Security office.

Accomplishments also include the following:

- Installation of six laptops with docking stations and 28 laptops for Motor Carrier Safety; installation of 10 new systems each in Financial Services and the Records Unit;
- Replacement of dialup connectivity with direct network communication for the Decatur, Opelika, Alexander City, Selma and Huntsville Highway Patrol posts;
- Shipment of 24 computer systems to Jacksonville, Huntsville, Quad Cities, Tuscaloosa, Birmingham, Opelika, Montgomery, Dothan, Mobile and Foley as part of an ongoing project to provide motor vehicle record reports, crash reports, and allow for the reinstatement of driver privileges at 10 Driver License offices throughout the state; also completion of installation of switches and cabling for each site;
- Installation of computers for examiner offices at Huntsville, Birmingham, Montgomery and Mobile;
- Order of network conversion to replace all old dumb terminals at 19 Driver License examiner sites and rewiring at 13 sites;
- Removal of old controllers and upgrade to DPS network at headquarters, Motor Carrier Safety, ABI, Prattville, Phenix City, Homewood and Fort Payne.

Projects Completed (PC and mainframe-developed)

- Outsourcing of suspension notices to send notices by certified mail as required by law;
- Addition of municipal courts through the Administrative Office of Courts to send citations and fail-to-appear records electronically;
- Creation of reports for the FBI to identify potential terrorists from Alabama records and also reports to identify Hispanics in select counties;
- Addition of new railroad CDL offenses, which result in immediate disqualification actions per federal requirement, and participation in a standardized testing of this application with CDLIS and PDPS;
- Modification of the driver license system as part of the new requirements for a graduated driver license system to identify young drivers between the ages of 16 and 18 who must have a learner's permit for six months prior to receiving a regular license;
- Establishment of the ability to exchange citation and status information with Mexico;
- Redesign of the leave module in the DARTS System and conversion of the mainframe leave process to client-server programs, which will allow elimination of leave processing from data entry and streamline the leave process department-wide;

- Creation of a new personnel database on the SQL Server, in the first phase of splitting personnel information from DARTS. As the use of the client-server database grows, this provides security measures so that general DARTS users cannot access sensitive, personnel-specific data;
- Conversion of data for the recruiting/training application from an Enable database to a client-server application. This application tracks information for all training and assignments for employees;
- Creation of an emergency contact application to automate emergency locator cards; the client-server personnel system, previously an Access database; and a legal case-tracking system for the Legal Unit;
- Development of the AOC View Station WEB project, a Web-based application requested by AOC to allow driver license searches via the intranet;
- Enhancement of the sex offender tracking system, to include information DPS lawyers require for court appearances;
- Conversion to Adobe PDF format of more than 50 departmental forms, which allows the elimination of preprinted forms and creates a more efficient method for completing, saving, and printing standard forms.

In addition, unit personnel provided 800 hours of classroom instruction for 953 DPS employees and created new training classes for Windows 2000, Windows Utilities, Beginning Word XP, Outlook XP, and Office 2000 Upgrade.

Network Management and User Support

Several online, Web-based systems were deployed, including the information services training, task and inventory systems. Also developed were a leave status report for DPS employees and SafetyNet, the department's intranet system. The Blue Light, the department's newsletter, is now available online at DPS public and private Web sites. Training classes available at the ACJTC also have been added to the Web site, and the driver manual was made available on the DPS public Web site.

The missing children, fugitive, and sex offender Web-based applications in use at ABI were ported to the DPS network in anticipation of the migration of the ABI network to the state network. A new e-mail server has been added to the DPS network to accommodate the increased demand on e-mail services and to join the ABI e-mail server. The hard drives in the ADLIS Driver License and SNA servers were replaced with larger drives to increase storage capacity. The new storage capacity is expected to be sufficient through the expected life of the ADLIS system.

DPS entered into a Premier Access program with Dell this year, which provides certification of participating technicians and access to vastly improved technical support for issues with Dell equipment.

The IT staff, including network and hardware support personnel, was expanded to fulfill increased demands on Information Services. Among these is the addition of IT support required for the ABI Division, which includes more than 24 servers and 150 computers.

PLANNING AND OPERATIONS

Unit activities during the fiscal year included the following:

- Twenty-five ultraviolet lights were placed into service in the Examining Unit in early January 2002, for use in the detection of fraudulent documents;
- Building plans for the Driver License Division were developed for a possible move into the Criminal Justice Center in downtown Montgomery;
- All division personnel attended Family Medical Leave Act and Sexual Harassment training provided by the State Personnel Department;
- The Driver License Division assisted Mothers Against Drunk Driving in taping a public service announcement focusing on teens using fake identification to purchase alcohol. The public service announcement received national recognition;
- Title 32's were purchased and issued to all nonsworn examining personnel;
- Seven sessions of division in-service training were conducted for all examining unit personnel. The two-day sessions included fraud training, CDL updates, stress management, DPS radio procedures, terrorist threat

analysis and ethics training. Supervisors also received training in leadership, performance appraisal and identity theft;

- All DPS vehicles assigned to the Driver License Division were inspected during this fiscal year, and generally, the automobiles were found to be in good shape. Several high-mileage examiner vehicles were replaced with lower-mileage vehicles, and arresting officers are receiving new cars based on mileage;
- Michael Papp of the Alabama Department of Rehabilitation Services provided ergonomics training to headquarters personnel.

HIGHWAY PATROL DIVISION

The Highway Patrol Division comprises six troops made up of 14 Highway Patrol posts and communications centers. These posts are supported by tactical teams, the Traffic Homicide Investigation Unit, Training/Career Development Office and the Motor Carrier Safety Unit. The division also includes the State Trooper Reserves and Honor Guard.

HIGHWAY PATROL

The Highway Patrol Division accounts for approximately 70 percent of the total number of DPS officers. These troopers patrol approximately 67,500 miles of rural roadways in the 67 counties. During the fiscal year, they worked approximately 892,000 hours and traveled 12 million miles performing patrol duties and related activities.

Highway Patrol troopers participated in the Construction Zone Traffic Control Program that was implemented for statewide enforcement of traffic laws and safety for construction workers. Statewide DUI roadblocks, coordinated by the Department of Public Safety and organized by the Alabama Department of Economic and Community Affairs, were held during selected holidays.

In September, division troopers assisted by other departmental officers worked the “Footwash” detail in Hale County. In addition to regular patrol duties, troopers assisted with the Talladega races and Mardi Gras in Mobile.

During selected periods patrol troopers worked special overtime (off-duty hours), concentrating on speed and safety belt enforcement, with funding by a grant from ADECA.

HEADQUARTERS

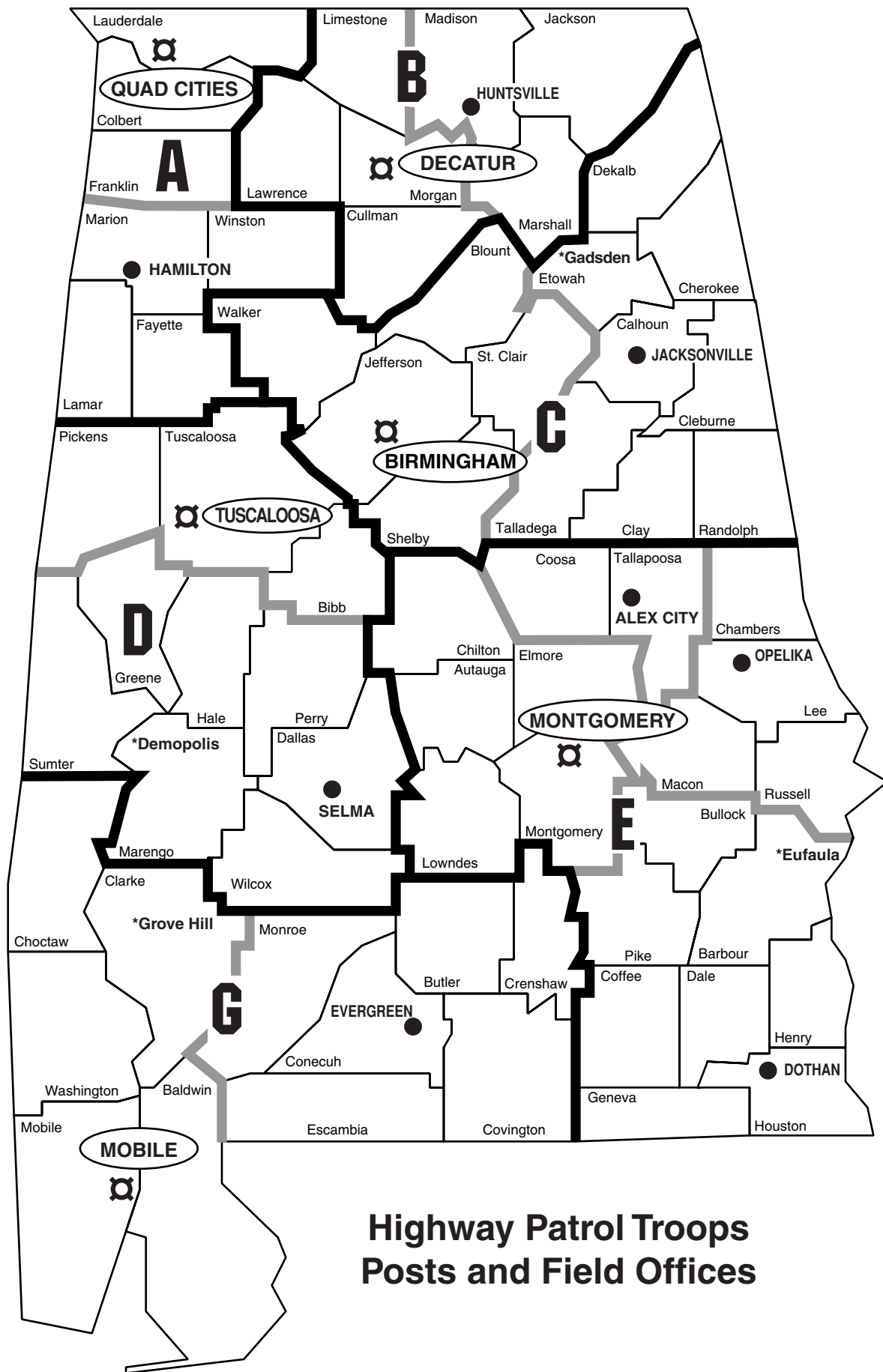
The headquarters staff coordinates all Highway Patrol Division operations and oversees Communications, the Traffic Homicide Unit, Training/Career Development Office, and Tactical Operations Teams/Special Operations.

During FY 01-02, Highway Patrol focused on continuing a concentrated DUI enforcement program and a comprehensive drug enforcement/interdiction program. The division also continued enforcing the maximum speed limit through federally funded overtime programs and continued the Construction Zone Traffic Control Program.

TRAFFIC HOMICIDE UNIT

The Alabama Department of Public Safety Traffic Homicide Unit comprises 85 investigators. These troopers are members of the Highway Patrol Division and, in addition to their regular duties, have advanced training in the field of traffic collision investigation. In accordance with division policy, these troopers conduct detailed investigations of serious crashes where death or serious injury has resulted and the potential for criminal charges exists. During the year the unit investigated 302 collisions.

Members of the unit are trained in the latest techniques of traffic collision investigation. In order to ensure that investigative skills are kept up to date, in-service training is an ongoing process. Several members of the unit received advanced training during the year in collision reconstruction. Field training sessions were held in various locations throughout the state, and individual investigators attended courses in specialized fields.



The unit utilizes the latest technology in mapping and diagramming crash scenes for use in interpreting facts through the use of scale diagrams. These diagrams are produced with the use of Total Station Mapping Systems. The Traffic Homicide Unit makes the TSMS and its operators available to assist any law enforcement agency in Alabama when needed to investigate serious motor vehicle crashes. Members of the unit also have used the technology to produce scale diagrams of other crime scenes upon request.

The Traffic Homicide Unit also presented its two-week traffic homicide investigation course, allowing officers from outside agencies to attend. Additionally, the Traffic Homicide Unit provides investigators with advanced training to assist local agencies with complex investigations requiring skills beyond the training of their own officers. This cooperation among various agencies has resulted in a higher level of services being provided to victims and their families.

TRAINING/CAREER DEVELOPMENT OFFICE

The Training/Career Development Office works to ensure divisional uniformity of the performance appraisal program by conducting classes and also reviewing division employees' performance appraisals. In addition, the coordination for in-service training was scheduled, along with T-Cap/Criminal Patrol and drug raid planning.

TACTICAL OPERATIONS TEAMS/SPECIAL OPERATIONS

Four tactical operations teams, consisting of 10 members each, are coordinated through headquarters. During the year, teams were utilized on a variety of details, including large-scale drug raids, high-risk warrant service, hostage situations, manhunts and surveillance. Teams also responded to requests for assistance from other agencies. The teams performed a total of 34 missions during the fiscal year. In addition, Highway Patrol fields four special operations platoons, whose mission is to conduct operations at the scenes of disasters. Missions included are search and rescue, civil disturbances, traffic management and general law enforcement.

The Highway Patrol Division has taken a vital role in the state's Homeland Security program. Site surveys, critical installation visits, responder training and actual security missions have been performed. The special operations platoons and tactical teams are an integral part of the state's Homeland Security preparedness.

STATE TROOPER RESERVES

The Trooper Reserves ended the year with five volunteers who helped division personnel at various events in the state, including the races at Talladega, football game traffic and other special events.

STATE TROOPER HONOR GUARD

Arresting officers from the Highway Patrol, Driver License, Administrative and Service divisions voluntarily serve as members of the State Trooper Honor Guard. In addition, four trooper reserve officers contribute their talents and equipment, serving as bagpipe players.

The State Trooper Honor Guard participated in 10 funerals and performed three color postings during the year. In addition, the Honor Guard played at the Victims of Crime and Leniency candlelight vigil at headquarters and at the Police Memorial ceremony on the south lawn of the Capitol.

MOTOR CARRIER SAFETY UNIT

The Motor Carrier Safety Unit is responsible for enforcement compliance of all commercial motor vehicles, both intrastate and interstate commerce, through the adoption of the Federal Motor Carrier Safety Regulations (CFR 49), codified in Title 32-9A by the 1998 Motor Carrier Safety Act.

The unit is staffed with 55 arresting officers and eight civilian personnel. A commander, assistant commander, two sergeants and nine corporals make up the supervisory staff. Fifty troopers qualified to

perform North American Level One inspections perform roadside inspections. Four of these troopers perform carrier compliance reviews, and two others perform additional duties as K-9 troopers.

The Commercial Vehicle Enforcement Program involves 73 additional Highway Patrol troopers. Although not assigned to the Motor Carrier Safety Unit, these troopers conduct roadside inspections following stops for traffic violations.

The unit's goal is to reduce the number of traffic crashes involving commercial vehicles, thereby reducing the associated injuries and fatalities. To facilitate achievement of this goal, the unit performs the following programs: monthly strike forces saturating high-crash corridors; quarterly bus, FAP and hazardous materials details; and carrier-based training involving the hours-of-service rules (driving time, log books) and pre-inspection criteria (preventative maintenance). Local police departments throughout the state (16 agencies with 79 officers) also assist in this goal by performing roadside inspections. Both the CVE Program and the Local Agency Program activity are monitored by the Motor Carrier Safety Unit.

The Motor Carrier Safety Unit also is responsible for enforcement of oversize permits and weight laws. This responsibility falls to 11 weight enforcement troopers, eight of whom also are trained to perform North American Level One inspections, and three of whom are certified to perform Level Two inspections. Their primary duty, however, is to enforce the state's weight and size laws. The ability to weigh individual axles and find and cite violators reduces the occurrence of overweight trucks, makes roadways safer for all motorists, and prevents the destruction of road surfaces.

MCSU/CVE Enforcement Activity

	2002
Total Inspections	34,587
Intrastate	7,851
Interstate	26,736
Total Violations	119,293
Trucks	82,499
Buses	428
Haz/Mat Vehicles	901
Drivers	35,465
Vehicles Placed Out of Service	7,294
Haz/Mat	224
Non-Haz/Mat	7,030
Buses	40

Activities Conducted in Conjunction with Inspections

Alcohol/Controlled Substances Check	5
Drug Interdiction Searches	68
Drug Interdiction Arrests	3
Size and Weight Enforcement	1,892
Traffic Enforcement	12,016

Weight Detail Activity

Trucks Weighed	1,146,261
Fixed Scales	120,309
Portable Scales	22,779
WIM	1,003,173
Total Arrests	10,391
Axle Weight Violations	3,491
Gross Weight Violations	6,900

Highway Patrol Activity FY 2001-2002

	2001-2002	Change (+/-) from FY 00-01
Miles Traveled	12,814,802	+720,830
Routine	12,215,329	+716,099
Overtime	599,473	+4,531
Duty Hours	900,436	+8,371
Routine	681,803	-46,463
Other	218,633	+54,285
Motorist Contacts	466,095	-16,352
Hazardous Arrests	181,508	-14,083
Non-hazardous Arrests	52,490	+4,059
Incident/Offense Reports	4,915	-198
Inspections	33,454	+404
Warnings Issued	135,530	-3,960
Motorists Assisted	23,238	-2,453
Accidents Investigated	34,960	-169
Arrests/Citations Issued	184,190	-13,091
Speeding	86,155	-17,448
DUI	4,536	-1,231
No Driver License/	4,791	-948
Driving While Suspended/Revoked	9,307	+94
Improper Tag	1,753	+207
Child Restraint	1,613	+201
Seatbelt	54,898	+3,746
Liability Insurance	21,137	+2,288
DL and Equipment Checkpoints	871	-229
Traffic Homicide Investigations	302	+29
Troopers Assaulted	15	-4

SERVICE DIVISION

The Service Division is responsible for providing training, supplies, equipment, assistance and other special services necessary to the effective operation of the Department of Public Safety. Many of these services also are made available to other law enforcement agencies and state departments.

ALABAMA CRIMINAL JUSTICE TRAINING CENTER

The Alabama Criminal Justice Training Center is the largest law enforcement training facility in the state. The 21-acre site in Selma includes an academic building containing classrooms and an auditorium, physical fitness center, dining hall, dormitory, firing range and defensive and pursuit driving courses.

The center provides training for department personnel, as well as training and/or accommodations for other law enforcement and governmental agencies.

During the fiscal year, the center provided in-service training to DPS arresting officers following curriculum developed by the Training and Career Development Board. Topics included Firearms Qualification, Legal Issues Update, OC and Baton Recertification, Physical Fitness, Health and Wellness, Organ Donor, Fraudulent Identification, and Stress Management.

Other training courses presented at the training center included Traffic Crash Reconstruction, Accident Investigation, Safe and Legal Roadblocks, Skid Car Training, School Violence, OC Spray and Baton Training, CDL Certification, Defensive Tactics, Drager Training, Juvenile Probation Officer Training, LECC Law Enforcement Summit, Radar Retraining, Standardized Field Sobriety Testing, SWAT Training, Tact Team Training, Stinger Spike Training, Commercial Vehicle Enforcement Training, Defensive Driving, Field Training Officer Course, Hostage Negotiator School, Crisis Negotiation Training, Training of Trainers, Weapons of Mass Destruction, Active Shooter, Child Restraint Training, Canine Seminar, Drug Chemistry Seminar, Court Referral, and High Risk Calls.

Other agencies conducting training at the training center included the American Red Cross, Department of Corrections, Department of Youth Services, Department of Mental Health and Mental Retardation, Selma Police Department, U.S. Attorney's Office, Institute of Police Training and Management, Public Agency Training Council, U.S. Marine Corps, Department of Forensic Sciences, Marion Military Institute, and the Alabama National Guard. These agencies used the center's facilities and resources to train 739 students.

The Alabama State Trooper Academy conducted one Trooper Recruit Class, graduating 45 new troopers. The Alabama Police Academy conducted three Basic Police training sessions, graduating a total of 115 law enforcement officers. These officers represented various agencies across the state, including local, county, state and other law enforcement agencies.

The Alabama Criminal Justice Training Library provides support for the Department of Public Safety and the Alabama Criminal Justice Training Center. The library also assists other law enforcement agencies in meeting training needs by lending films, videos and books and by researching law enforcement-related questions. Colleges, professional education and training programs, high schools, elementary schools, rehabilitation agencies, business organizations and the general public also use the library.

ACJTC

Training Sessions	115
Total Students	2,440
DPS Employees	1,701
Other Agencies	739
Officers Enrolled in Basic Police Course	115

ACJTC Library

Audio-visual Requests	37
Films Shipped	6
Video Tapes Issued	44
Slide Presentations Shipped	1
Showings	91
Viewers	1,775
Users (approximately)	1,217
Books Checked Out	659
Books Returned	809
Research Questions Answered	93
New Books Received	90

Recruiting

The Recruiting Unit maintains data to provide information to this department and State Personnel on current applicant interest. This unit also mails department informational brochures to interested parties in response to phone calls, letters, e-mails, job and career fairs, etc. Recruiting Unit personnel attend job and career fairs and career days held by secondary schools and colleges to actively promote the Department of Public Safety in both job opportunities and community relations.

AVIATION

The State Trooper Aviation Unit flew more than 900 missions for a total of 2,753.1 flight hours in general support of law enforcement during the fiscal year. One trooper pilot trainee was transferred into the unit to begin training for a trooper pilot position; he and one other trainee were promoted to the position of trooper pilot I. The unit's arresting officers consist of a chief trooper pilot, one trooper pilot II, and four officers in the position of trooper pilot I. Five of the unit's pilots are stationed in Montgomery, and one is in Decatur. Efforts continue to locate at least one pilot in Mobile. Civilian personnel include a maintenance supervisor, four mechanics and one clerk, all based in Montgomery.

A summary of unit statistics during the past several years includes:

Flight Hours

Fiscal Year	Flight Hours <u>Civilian Aircraft</u>	Flight Hours <u>Military Surplus A/C</u>	Total <u>Hours</u>
1996	1,111.2	1,275.5	2,386.7
1997	1,065.8	2,572.2	3,648.0
1998	817.3	3,150.6	3,967.9
1999	717.5	2,424.0	3,141.5
2000	601.1	1,746.2	2,347.3
2001	1,011.9	1,863.1	2,875.0
2002	544.4	2,208.7	2,753.1
Total	5,869.2	15,240.3	21,119.5

General Fund Funding

Fiscal Year	Transportation <u>Equipment Operations</u>
1997	\$220,000
1998	\$152,500
1999	\$62,500
2000	\$37,500
2001	\$25,000
2002	\$75,000

During 1996 and 1997, military surplus aircraft were requested and received from the federal government at no cost to the department. At the end of the fiscal year, the unit's operational helicopter fleet consisted of a Bell LongRanger L1, a Bell 206BIII, and six OH-58's. The unit's UH-1 Huey was not operational due to

a required tail boom modification that had not yet been performed. Four of the OH-58's have been marked and painted with blue and gray colors, and one was painted with red and white civilian markings. The remaining OH-58 is black and may be painted during the next fiscal year. One of the OH-58 helicopters is equipped with a searchlight, and the other is equipped with a searchlight, Forward Looking InfraRed camera and a microwave downlink system for live video feeds. The airplanes in operation consist of a King Air 200, a Piper Navajo, and two Cessna 182's.

With the passage of an amendment to the Vehicle Replacement Act, the unit has been able to raise funds for equipment upgrades at no cost to the department.

COMMUNICATIONS

The Communications Unit provides support for the Department of Public Safety and for other state agencies on a limited basis. This unit provides maintenance for five 800-megahertz systems located at Quad Cities, Mobile, Decatur, Huntsville and Jacksonville. The unit installs and maintains communications equipment for 14 trooper posts, as well as more than 1,000 mobile radios, 500 portable radios and 442 800-megahertz portable radios for the five systems.

Unit personnel install and maintain the following DPS equipment: 1) telephone systems, 2) sirens, 3) base and mobile radios, 4) light bars, 5) cellular telephone car kits, 6) radars, 7) backup AC power generators, 8) mobile camera systems, 9) emergency lighting and controls, and 10) vehicular repeaters.

The DPS Communications Engineering Unit consists of a supervisor, a stock clerk II, an ASA I, and 11 employees in the position of communication technician II.

DEPARTMENT OPERATIONS

This position was created in July 2001, to provide a centralized function to coordinate all DPS-owned buildings, including repairs and maintenance; and to act as the central repository and coordinator for leased facilities, in concert with the department's Legal Unit. Other responsibilities include preparing the annual real property questionnaires for submission to the Examiners of Public Accounts.

In preparation for the Alabama Bureau of Investigation's relocation to the new facilities at the Criminal Justice Center, the office prepared the move bid contract, which was successfully awarded to Armstrong Relocation of Montgomery at a low bid of \$71,225.17. This included consolidating the division's inventory and assisting in the pre-site inspection of potential bidders. In preparation for the relocation of the department's assets at 500 Dexter Ave. and 502 Washington Ave., the office coordinated meetings among supervisors and the architects for space requirements at the new facility.

In addition, Department Operations:

- Maintains a computer database of DPS-owned and/or leased facilities;
- Monitors waste disposal purchase order for all DPS facilities;
- Submits purchase order change increases as required;
- Monitors building repair purchase orders for payments; and
- Performs site visits to validate repair requests.

FLEET MAINTENANCE

Fleet Maintenance is responsible for the issuance and maintenance of all vehicles operated by the department. Other responsibilities of the unit include supplying automotive parts to outlying State Trooper posts and assisting other units during special details.

During the fiscal year, 174 new vehicles were placed in service for personnel in the ABI, Highway Patrol, Administrative and Driver License divisions. Personnel also issued confiscated vehicles and placed 48 vehicles back in service. In addition to mechanical repairs and bodywork, unit personnel repaired DPS lawn and office equipment. The unit also performed wrecker trips for other state agencies when assistance was needed.

Fleet Maintenance Activity

New vehicles placed in service	174
Vehicles placed back in service	48
Mechanical repairs, including general service	4,649
New cars painted	110
Cars prepped and prepared for auction	64
Bodywork, from minor to major	230
Auctions	1
Total cost of work orders	\$742,389.10
Wrecker trips	220

INVENTORY SERVICES

Inventory Services assigns state numbers to department purchases of \$500 or more, inputs and tracks property for accountability, conducts an annual inventory, submits a general asset report annually for accounting, maintains insurance policies on department equipment and property, and files claims on damage to buildings and contents. At the end of the fiscal year, the department's fixed assets totaled \$43,075,283.57.

PHOTOGRAPHIC SERVICES

Photographic Services provides support for other units of the department by taking photographs and producing videotapes; processing film and printing pictures of crime scenes, copies of fingerprints, accident scenes and criminal suspects; and taking publicity photos.

The unit also provides processing and printing services to other law enforcement agencies requesting assistance. Preserving the chain of evidence, maintaining confidentiality and processing film from scenes of brutality are law enforcement requirements that must be fulfilled by this unit, instead of by a commercial photography laboratory.

During the fiscal year, personnel assisted with photo work for aerals on murder cases, narcotic cases and preparational photos for tact teams. The unit continued to provide photos for the headquarters display of departmental activities. Personnel processed 3,139 rolls of film for a total of 30,659 prints, 20,202 color and 10,457 black and white. Expenditures for Photographic Services totaled \$107,598.01.

PRINTING SERVICES

Printing Services maintains and distributes printed materials in support of the department's five divisions. Impressions during the fiscal year totaled 8,558,473. Rental, placement and servicing of copy machines also are coordinated through the unit. Expenditures during the year totaled \$139,707.36.

SUPPLY UNIT

Supplies and equipment purchases — other than those provided through Fleet Maintenance, Communications and Information Services — are ordered and distributed through the Supply Unit. Uniforms, protective equipment, office furniture and supplies totaled \$1,023,677.44.

APPENDIX
FINANCIAL STATEMENTS

Department of Public Safety
For the Fiscal Year Ending September 30, 2002

Revenue Code	Description	Amount Collected 2001-2002	Amount Collected 2000-2001	Increase (Decrease)
General Fund 0100:				
0391	Driver License Sales	\$ 12,125,984	\$ 12,741,747	\$ (615,762)
0416	Commercial Driver License	\$ 179,750	\$ 242,780	\$ (63,030)
0470	Accident Records	\$ 340,125	\$ 219,239	\$ 120,886
0472	Driver License Reinstatement Fees	\$ 5,990,191	\$ 5,790,708	\$ 199,484
0476	Certified Driving Records	\$ 11,662,878	\$ 11,011,384	\$ 651,495
0478	Driver License Exam Fee	\$ 910,814	\$ 974,434	\$ (63,620)
0537	Other Fees	\$ 4,493	\$ 6,370	\$ (1,877)
0540	Judicial Article Fines	\$ -	\$ -	\$ -
0550	Fines and Arrest Fees	\$ -	\$ -	\$ -
0684	Prior Year Refunds	\$ -	\$ -	\$ -
0707	Recyclable Materials	\$ -	\$ -	\$ -
DPS Special Revenue Fund 0386:				
0015	Traffic Infraction	\$ -	\$ -	\$ -
0389	Vessel Driver License	\$ -	\$ -	\$ -
0550	Public Safety Fines and Forfeits	\$ 805,968	\$ 364,762	\$ 441,206
0623	Interest on State Deposits	\$ 68,013	\$ -	\$ 68,013
0683	Reimbursements Not Classified	\$ 665,439	\$ 783,376	\$ (117,937)
0684	Prior Year Refunds	\$ 481	\$ 2,153	\$ (1,672)
0707	Recyclable Materials	\$ -	\$ -	\$ -
0805	Appropriation Transfers In	\$ 3,500,000	\$ 3,500,000	\$ -
0810	Interfund State	\$ 2,633,582	\$ 122,472	\$ 2,511,110
0825	Interfund Federal	\$ 1,302,205	\$ 23,301	\$ 1,278,904
0828	Refund Prior Year Federal	\$ (20,400)	\$ -	\$ (20,400)
0859	Federal Operating Reimbursements	\$ 3,288,189	\$ 8,061,854	\$ (4,773,665)
0869	Local Operating Grant	\$ 350,000	\$ -	\$ 350,000
Automated Fingerprint Identification System Fund 0721:				
0491	Criminal History Fee	\$ 3,215,787	\$ 3,398,583	\$ (182,796)
0683	Reimbursements Not Classified	\$ -	\$ -	\$ -
Drug Offender Reinstatement Fund 0748:				
0472	Driver License Reinstatement Fees	\$ -	\$ -	\$ -
DPS Highway Traffic Safety Fund 0749:				
0015	Traffic Infraction	\$ 743,278	\$ 791,560	\$ (48,281)
0386	Duplicate Driver Licenses	\$ 2,819,074	\$ 2,658,029	\$ 161,045
0389	Vessel Driver License	\$ 218,385	\$ 262,155	\$ (43,770)
0391	Driver License Fees	\$ 5,685,724	\$ 4,097,701	\$ 1,588,023
0470	Accident Records	\$ 171,654	\$ 36,330	\$ 135,324
0472	Driver License Reinstatement Fees	\$ 4,427,735	\$ 132,095	\$ 4,295,640
0540	Judicial Article Fines	\$ 331,770	\$ 333,344	\$ (1,574)
0683	Reimbursements Not Classified	\$ 12,730	\$ 3,460	\$ 9,270
DPS Motor Vehicle Replacement Fund 0792:				
0683	Reimbursements Not Classified	\$ 81,794	\$ 101,683	\$ (19,889)
0699	Salvage Equipment Proceeds	\$ 491,180	\$ 469,580	\$ 21,600
0859	Federal Operating Reimbursements	\$ -	\$ 124,644	\$ (124,644)
Total Revenues Collected		\$ 62,006,823	\$ 56,253,742	\$ 5,856,125

Fund 0104 - DPS General Fund
Department of Public Safety
For the Fiscal Year Ended September 30, 2002

	Highway Patrol 0291	ABI 0292	Total Police Services 611	Unit Services 0323	Total Support Services 614	Dept/Div Admin 0336	Licenses 0337	Total Admin Services 616	Readiness/ Recovery 621	Dept Total FY 2002	Dept Total FY 2001	Increase (Decrease)
Budget:	23,420,071	6,776,731	30,196,802	9,498,858	9,498,858	5,240,913	17,561,801	22,802,714	200,000	62,698,374	64,114,889	(1,416,515)
Expenditures and Commitments												
0100 Personnel Costs	18,546,829	5,211,230	23,758,059	2,871,405	2,871,405	3,547,185	9,042,552	12,589,737	28,511	39,247,713	40,035,115	(787,402)
0200 Employee Benefits	4,574,687	1,160,820	5,735,507	762,092	762,092	794,822	2,792,278	3,587,101	2,946	10,087,645	9,606,651	480,995
0300 Travel in State	26,004	95,013	121,016	24,344	24,344	103,338	123,574	226,912	4,275	376,548	494,076	(117,529)
0400 Travel out of State	10,000	6,050	16,050	12,979	12,979	13,342	10,052	23,393		52,423	55,588	(3,165)
0500 Repairs and Maintenance	4,962	8,078	13,040	447,501	447,501	21,695	77,454	99,149		559,689	363,256	196,433
0600 Rentals and Leases	-	73,310	73,310	900,974	900,974	1,622	1,229,519	1,231,142		2,205,426	2,505,151	(299,725)
0700 Utilities and Communication	112,771	77,796	190,567	465,523	465,523	153,940	1,529,920	1,683,860		2,339,950	2,315,168	24,782
0800 Professional Services	6,324	26,535	32,859	552,888	552,888	328,763	1,762,742	2,091,505		2,677,252	2,426,348	250,903
0900 Supplies, Materials & Operating	56,691	123,865	180,555	1,501,615	1,501,615	205,134	1,053,091	1,258,225		2,940,396	2,654,530	285,865
1000 Transportation Equip. Operations		-		1,572,510	1,572,510					1,572,510	2,608,047	(1,035,538)
1100 Grants and Benefits		-								-	-	-
1200 Capital Outlay		-								137,084	440,750	(303,666)
1300 Transportation Purchases				137,084	137,084					299,791	509,218	(209,427)
1400 Other Equipment Purchases		67,496	67,496	221,795	221,795	7,904	2,596	10,500	-	62,496,426	64,013,899	(1,517,473)
Total Expenditures	23,338,267	6,850,192	30,188,460	9,470,710	9,470,710	5,177,745	17,623,779	22,801,524	35,732	62,496,426	64,013,899	(1,517,473)

Fund 0386 - DPS Special Revenue Fund
Department of Public Safety
For the Fiscal Year Ended September 30, 2002

	Highway Patrol 0291	ABI 0292	Total Police Services 611	Unit Services 0323	Total Support Services 614	Dept/Div Admin 0336	Licenses 0337	Total Admin Services 616	Readiness/ Recovery 621	Dept Total FY 2002	Dept Total FY 2001	Increase (Decrease)
Budget:	14,189,852	6,532,778	20,722,630	5,231,957	5,231,957	1,589,849	785,138	2,374,987		28,329,574	23,819,566	4,510,008
Expenditures and Commitments												
0100 Personnel Costs	3,911,767	471,131	4,382,897	8,661	8,661	136,016		136,016		4,527,574	4,706,275	(178,700)
0200 Employee Benefits	619,763	104,499	724,262	1,907	1,907	27,575		27,575		753,743	756,928	(3,185)
0300 Travel In State	206,966	102,977	309,943	1,283	1,283	13,201		13,201		324,426	247,390	77,037
0400 Travel out of State	56,216	22,328	78,544	2,745	2,745	42,711	989	43,701		124,990	91,495	33,495
0500 Repairs and Maintenance	971	13,527	14,498	34,447	34,447	25,388	4,951	30,339		79,284	102,479	(23,195)
0600 Rentals and Leases		16,526	16,526	752,152	752,152	645		645		769,323	580,357	188,966
0700 Utilities and Communication	35,629	158,714	194,343	24,798	24,798	1,467		1,467		220,609	382,731	(162,123)
0800 Professional Services	78,336	289,235	367,570	4,148	4,148	6,470		6,470		378,189	1,075,045	(696,856)
0900 Supplies, Materials & Operating	156,258	303,419	459,677	85,766	85,766	48,253	1,395	49,648		595,092	570,225	24,867
1000 Transportation Equip. Operations	151,246	131,090	282,336	114,427	114,427	4,481		4,481		401,243	367,392	33,851
1100 Grants and Benefits		-	-	-	-	-		-		-	-	-
1200 Capital Outlay		-	-	-	-	-		-		-	-	-
1300 Transportation Purchases	211,688	702,101	913,788	2,743,248	2,743,248					3,657,036	2,620,173	1,036,863
1400 Other Equipment Purchases	585,920	553,977	1,139,897	167,552	167,552	42,933	514,804	557,737		1,865,186	1,230,309	634,877
Total Expenditures	6,014,758	2,869,524	8,884,282	3,941,133	3,941,133	349,141	522,140	871,281	-	13,696,695	12,730,798	965,897

Fund 0519 - Public Safety Responsibility
 Department of Public Safety
 For the Fiscal Year Ended September 30, 2002

Account	Balance October 1, 2001	Additions	Reductions	Balance September 30, 2002
Assets				
Cash	\$ 1,016,092	244,883	(523,088)	737,887
Total Assets	\$ 1,016,092	244,883	(523,088)	737,887
Liabilities				
Motor Vehicle Accident Bonds	\$ (1,016,092)	(244,883)	523,088	(737,887)
Total Liabilities	(1,016,092)	(244,883)	523,088	(737,887)

Fund 0721 - DPS Automated Fingerprint ID System - Act 93-676
Department of Public Safety
For the Fiscal Year Ending September 30, 2002

	ABI 0292	Total Police Services 611	Dept. Total FY 2002	Dept. Total FY 2001	Increase (Decrease)
Budget:	7,215,500	7,215,500	7,215,500	5,900,000	1,315,500
Expenditures and Commitments:					
0100 Personnel Costs	1,048,818	1,048,818	1,048,818	22,475	1,026,344
0200 Employee Benefits	292,167	292,167	292,167	60,956	231,212
0300 Travel in State	428	428	428	-	428
0400 Travel out of State	707	707	707	870	(163)
0500 Repairs and Maintenance	39,323	39,323	39,323	223,299	(183,976)
0600 Rentals and Leases	574,231	574,231	574,231	340,280	233,951
0700 Utilities and Communication	20,127	20,127	20,127	34,946	(14,819)
0800 Professional Services	695,688	695,688	695,688	819,375	(123,687)
0900 Supplies, Materials & Operating	5,254	5,254	5,254	4,129	1,125
1000 Transportation Equip. Operations		-	-	-	-
1100 Grants and Benefits		-	-	-	-
1200 Capital Outlay		-	-	-	-
1300 Transportation Purchases		-	-	-	-
1400 Other Equipment Purchases	21,656	21,656	21,656	1,187,904	(1,166,248)
Total Expenditures	2,698,398	2,698,398	2,698,398	2,694,232	4,166

For the Fiscal Year Ending September 30, 2002

[illegible]

Fund 0792 - DPS Motor Vehicle Replacement Fund - Act 95-389
Department of Public Safety
For the Fiscal Year Ending September 30, 2002

	Unit Services 0323	Total Support Services 614	Dept. Total FY 2002	Dept. Total FY 2001	Increase (Decrease)
Budget:	836,000	836,000	836,000	800,000	36,000
Expenditures and Commitments:					
0100 Personnel Costs					
0200 Employee Benefits					
0300 Travel in State					
0400 Travel out of State					
0500 Repairs and Maintenance					
0600 Rentals and Leases					-
0700 Utilities and Communication					-
0800 Professional Services	27,182	27,182	27,182	25,674	1,508
0900 Supplies, Materials & Operating					
1000 Transportation Equip. Operations					
1100 Grants and Benefits					
1200 Capital Outlay					
1300 Transportation Purchases	317,910	317,910	317,910	749,991	(432,081)
1400 Other Equipment Purchases					
Total Expenditures	345,092	345,092	345,092	775,664	(430,572)

Fund 0952 - ABI Cost of Evidence Fund - Act 98-557
Department of Public Safety
For the Fiscal Year Ending September 30, 2002

	ABI 0292	Total Police Services 611	Dept. Total FY 2002	Dept. Total FY 2001	Increase (Decrease)
Budget:	200,000	200,000	200,000	100,000	100,000
Expenditures and Commitments:					
0100 Personnel Costs	-	-	-	-	-
0200 Employee Benefits	-	-	-	-	-
0300 Travel in State	-	-	-	-	-
0400 Travel out of State	-	-	-	-	-
0500 Repairs and Maintenance	-	-	-	-	-
0600 Rentals and Leases	-	-	-	-	-
0700 Utilities and Communication	-	-	-	-	-
0800 Professional Services	-	-	-	-	-
0900 Supplies, Materials & Operating	70,000	70,000	70,000	45,000	25,000
1000 Transportation Equip. Operations	-	-	-	-	-
1100 Grants and Benefits	-	-	-	-	-
1200 Capital Outlay	-	-	-	-	-
1300 Transportation Purchases	-	-	-	-	-
1400 Other Equipment Purchases	-	-	-	-	-
Total Expenditures	70,000	70,000	70,000	70,000	25,000

[illegible]

NOTES:

[illegible]

[illegible]

